

DEPARTMENT OF EDUCATION
PROCUREMENT AND CONTRACTS BRANCH

December 29, 2004

ADDENDUM D

TO

REQUEST FOR PROPOSALS

No. RFP F05-043, PROVIDE OCCUPATIONAL THERAPY SERVICES
FOR THE DEPARTMENT OF EDUCATION (DOE)

The following changes are hereby made (change in **bold**):

1. Reference: Section 2. Service Specifications, II. General Requirement, E. Single or multi-term contracts to be awarded

Contract terms shall be as stated in the RFP except for the following:

Initial Term of Contract: **Two (2) years**
Number of possible extensions: **Three (3) extensions**
Maximum length of contract: **Five (5) years**

2. Reference: Section 2. Service Specifications, III. Scope of Work, B. Management Requirements, 1. Personnel

Paragraph "*Mandatory Criminal Background Checks*" is deleted entirely and replaced with:

Mandatory Criminal Background Checks:

Contractor shall perform fingerprint and criminal background checks for all of its personnel and subcontracted personnel as listed below. Contractor, at no cost to the DOE, shall provide necessary evidence of compliance in this area. This information shall be submitted to the DOE Contract Administrator at least fourteen (14) days before said personnel is assigned to a work site. Upon review of the background check information provided, the DOE reserves the right to request additional background information.

- **Federal and State criminal clearance check. Documents of background checks shall be current and dated within thirty (30) days of submission to the DOE.**
- **Traffic abstract (no Driving Under The Influence of Alcohol or Drugs or careless driving conviction),**
- **No documented emotional or mental disorders,**
- **No criminal convictions which may deem the candidate unsuitable for employment.**

3. Reference: Section 2. Service Specifications, III. Scope of Work, B. Management Requirements, 1. Personnel

Verification of Mandatory Criminal Background Checks: The Applicant shall maintain a record of the mandatory criminal background check performed on each of its personnel in compliance with the above. A ~~local~~ **State of Hawaii** criminal records check is required every three years. Additionally, the Applicant shall maintain and update a list of all new personnel that documents the status and completion dates of the mandatory background checks.

4. Reference: Section 2. Service Specifications, III. Scope of Work, B. Management Requirements, 8. Units of service and unit rate

The following paragraph is added to this section:

Depending upon the availability of funding, the continued need for services, and mutual agreement to renew the contract, the Department may consider an increase in the hourly rate to no more than \$53.00 per hour during subsequent years of the agreement.